

TO: Craig Parks, Chair of Senate

FROM: Judith McDonald, Chair of the Faculty Affairs Committee



SUBJECT: Proposed changes to the Faculty Manual

The Faculty Affairs Committee suggests the following change to the Faculty Manual:

The promotion process for faculty starts in late spring or early summer of one year, with the promotion process continuing into the next fall and decisions announced in the spring. We seek to clarify the wording of the timing of promotions and have parallel wording for all ranks.

Proposed new wording:

Only under extraordinary circumstances will a person be considered for promotion to Professor [Clinical Associate Professor, Clinical Professor, Senior Instructor] prior to the end of his or her fifth year of service as an Associate Professor [Clinical Assistant Professor, Clinical Associate Professor, Instructor], with the promotion, if granted, awarded at the end of the sixth year.

We suggest that the sentence above (with the appropriate ranks chosen) replace the following sentences in the faculty manual:

Page 55: "Only under extraordinary circumstances will a person be promoted to Professor when he or she has served as Associate Professor for fewer than six (6) years."

Page 93: "Instructors who have successfully completed six years of University service may request promotion to senior instructor."

Page 93: "Faculty members are typically not considered for promotion to Clinical Associate Professor prior to the sixth year of service at the rank of Clinical Assistant Professor."

This paragraph should also be added to the first paragraph on Page 94, concerning promotion from Clinical Associate Professor to Clinical Professor.